

September 16, 2015: Minutes of the Rockport Library Trustees

Attendees: Rob Audano, Holly Frithsen, Cindy Grove, Lana Razdan

Meeting Commenced: 3:30pm

1. **Minutes of August 20, 2015 reviewed and approved**
2. **Finance and Administration** – Money was approved at the fall town meeting for exterior wall sealant. Library Director, Cindy Grove, is currently working on a financial report to obtain state aid for FY16 and a projection for FY17.
3. **Technology** – Balsam will be moving the catalog computer to the laptop location, and a patron computer will be moved to the u shaped table.
4. **Emergency procedure** – The library staff will be broken into smaller groups for the AED staff training.
5. **MVLC** – Rockport Public Library will be billed \$300. to help cover the small libraries grant money that was cut from state funding. A Spanish language eBook collection will begin with approximately 100 titles. MVLC membership voted unanimously to not renew FY17 membership with MassLNC.
6. **Staff and schedule update** – Emergency contact forms have been updated. RPL is reviewing number of hours available for staff with current budget. Carol Bender is requesting 10 hours monthly to do outreach to local preschools. Evergreen provided a staff training for those who were new or wanted to review.
7. **Programs** – A local author event will be held in the evening on Wednesday, October 21. The Library Directors from Cape Ann are developing a Cape Ann Picture Book. It will be called Cape Ann Reads. Library card sign up for the month of September was postponed due to sewer issues. Banned Books week will be 9/27-10/3. Four movies will be shown based on banned books. The weeding out of the Reference Collection will be complete by the end of September. Volunteers have nearly completed recataloging biographies to make spine labels clear. The Mystery room work is still in progress.
8. **Children's library** – Countdown to Kindergarten was a huge success. Teen Read Week is October 18-24. The Teen Advisory group will create a plan for this event. They will also be involved in Halloween programming for younger children.
9. **Facilities/Grounds** – New Teen books will be moved to the Reference corner, and Mysteries will be placed where the teen books are currently located. RPL is waiting for an official date for replacement of fire escapes. Due to rust in pipes, there was another sewer backup. Mold has been detected in several areas in the lower level. RPL is working with the DPW to clean up those areas. RPL will be purchasing 18 indoor humidity monitors to spread throughout the building.

Next Meeting: Wednesday, October 20, 2015 at 3:30pm

Meeting Adjourned: 5:30pm

